Guidelines and Fill-In
Forms are available
at www.imls.gov

INSTITUTE *of* MUSEUM *and* LIBRARY SERVICES

2004
MUSEUMS FOR AMERICA GRANTS

Grant Application and Guidelines

Application Deadline:
January 15, 2004
*For information, call
IMLS: (202) 606-8539*

MUSEUMS FOR AMERICA

Grant Application and Information

Fiscal Year 2004

What is IMLS?

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, to stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a Presidentially-appointed body confirmed by the Senate, provides policy advice to the Director of IMLS.

For more information call or write:

Institute of Museum and Library Services
1100 Pennyslvania Avenue, NW
Washington, DC 20506
(202) 606-8536

http:// www.imls.gov

TTY (for hearing impaired people): (202) 606-8636

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant application and information booklet by contacting IMLS.

Burden estimate and request for public comments

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue, NW, Room 510, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0001), Washington, DC 20503.

CFDA No. 45.301

INSTITUTE
of **MUSEUM**
and **LIBRARY**
SERVICES

Dear Colleagues,

I am pleased to present the application and guidelines for the FY 2004 Museums for America grants. Museums for America is in its inaugural year and is the outcome of three years of dialog and consultation with the museum community. The resulting program will support a wide range of activities that help museums achieve their institutional missions while demonstrating public value.

This year we celebrate the reauthorization of the Museum and Library Services Act. This legislation underscores the essential contributions of libraries and museums to a learning society. It helps to advance the role of museums as core institutions in a democratic society and leads us toward a new vision in which learning is seen as a community-wide responsibility supported by both formal and informal educational entities throughout our lives.

Museums for America will help museums advance their role as trusted resources that serve communities by creating and sustaining a nation of learners. I look forward to the fine work that will be done with Museums for America grants to sustain heritage, support lifelong learning and advance museums' role as centers of community engagement.

Sincerely,

Robert S. Martin Ph.D.
Director

Program at a Glance

Deadline:	January 15, 2004
Matching Requirement:	1:1
Amount of Grant:	$5,000-$150,000
Eligibility:	See pages 1.3–1.4
Grant Period:	Up to Three Years
	Must begin between Oct. 1, 2004–Dec. 31, 2004
Program Contact:	Christine Henry,
	202/606-8687, chenry@imls.gov
	Robert Trio,
	202/606-8659, rtrio@imls.gov
	Karen Whitehair,
	202/606-8549, kwhitehair@imls.gov
Awards Notification:	Mid-September 2004

PROGRAM DESCRIPTION

Museums for America grants strengthen the ability of museums to serve the public more effectively by supporting high priority activities that advance the institution's mission and strategic goals. The program funds ongoing or new activities and projects to support the role of museums with three program categories:

- Sustaining cultural heritage
- Supporting lifelong learning
- Serving as centers of community engagement

GRANT AMOUNTS

Grants will be made in three broad funding categories, based on requested funds. Applicants may request funding in one of the three funding categories:

Funding Category 1	Requests between $5,000-$24,999
Funding Category 2	Requests between $25,000-$74,999
Funding Category 3	Requests between $75,000-$150,000

Awards will be made across all funding categories in amounts proportional to applications received.

All federal funds must be matched on a 1:1 basis with non-federal resources. The match may be cash contributions, earned income, equipment, materials and supplies, staff time, or other in-kind contributions.

Museums for America
CALL FOR REVIEWERS

All applications to the Museums for America program are competitively evaluated through a peer review process. Peer review is fundamental to decision making by the Institute of Museum and Library Services. The agency relies on the advice and recommendations of members of the field who have expertise in all areas of museum operations, strategic planning, museums and community interaction, and/or lifelong learning in a museum setting. Reviewers provide an important service to the museum field.

IMLS now makes Reviewer Application Forms available on our Web site. Information and forms are provided at:

http://www.imls.gov/grants/review/rev_how.htm.

Reviewers receive a modest honorarium for their service.

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PART 1

GENERAL INFORMATION

The Opportunity: What Is Museums for America

The Institute of Museum and Library Services administers a variety of grant programs that advance the value of museums and libraries as critical resources for a nation of learners.

Museums for America is the largest grant program for museums at IMLS, providing more than $15 million to support the role of museums in American society with three program categories:
■ Sustaining cultural heritage
■ Supporting lifelong learning
■ Serving as centers of community engagement

Museums for America grants are intended to strengthen the ability of museums to serve the public more effectively by supporting high priority activities that advance the institution's mission and strategic goals.

FY2004 Museums for America funding will support projects and activities designed by museums that strengthen them as active resources for lifelong learning and as important institutions in the establishment of livable communities. Museums for America grants can fund ongoing museum activities; improvement of institutional infrastructure; planning; new programs or activities; purchase of equipment or services; research and scholarship; or efforts of museums to upgrade and integrate new technologies into their overall institutional effectiveness.

IMLS will distribute funding for Museums for America grants across all types and sizes of museums, as well as among all funding categories. Applicants may apply in one of three funding categories: $5,000 - $24,999; $25,000 - $74,999; or $75,000 - $150,000. A 1:1 match is required in each category. All applications must demonstrate evidence of institutional strategic planning and relate the proposed project to the institution's plan. Projects should be investments in the organization that will have long-term institutional impact, not one-time activities.

Recipients of Museums for America funding must complete their projects before applying again to the Museums for America grant program. Museums that received FY 2003 Learning Opportunities Grant awards are not affected by this rule.

Eligibility Criteria

To be eligible for IMLS museum support, your museum must:

■ be organized as a public or private nonprofit institution that exists on a permanent basis for essentially educational or aesthetic purposes; *and*

■ care for, and own or use tangible objects, whether animate or inanimate, and exhibit these objects on a regular basis through facilities which it owns or operates; *and*

■ have at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose primary responsibility is the acquisition, care or exhibition to the public of objects owned or used by the museum; *and*

■ be open and provide museum services to the general public (an institution which exhibits objects to the general public for at least 120 days a year fulfills this requirement); *and*

■ be located in one of the fifty States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

WHO MAY APPLY

Each museum may submit only one Museums for America application during a given fiscal year. The following are among the types of museums that may apply:

Aquariums	Historic Houses/Sites
Arboretums/Botanical Gardens	Natural History Museums
Art Museums	Nature Centers
Children's/Youth Museums	Planetariums
General Museums	Science/Technology Centers
(with two or more significant disciplines)	Specialized Museums
History Museums	*(limited to a single, distinct subject)*
	Zoological Parks

Federally operated museums may not apply for Museums for America funds.

MUSEUMS WITHIN MULTIPURPOSE ORGANIZATIONS

Museums located within multipurpose public or private nonprofit organizations such as municipalities, universities, historical societies, foundations, and cultural centers may apply for Museums for America funds. To be eligible, a museum located within a multipurpose organization must function as a discrete unit within its parent organization.

In addition, the museum must:

■ have at least one full-time professional staff member, or the equivalent, paid or unpaid, whose responsibilities are solely for the museum's services and operations; *and*

■ have a fully segregated and itemized operating budget within that of its parent organization; *and*

■ be able to separately and distinctly fulfill *all* Museums for America eligibility and application requirements.

Support, auxiliary, or parent organizations that apply on behalf of museums which they own or operate or with which they are affiliated are not eligible to apply for Museums for America funds on their own behalf.

Information presented in the application should be *only* that of the eligible museum.

TWO OR MORE MUSEUMS CONTROLLED BY THE SAME PARENT ORGANIZATION

If two or more museums wish to apply that are under the control of one parent multipurpose organization, have shared administrative functions, or have overlapping governing or advisory boards, IMLS requires that *each applicant museum:*

■ have an independent governing or advisory body; *and*

■ have a separate administrative head with full authority over the museum; *and*

■ have a separately developed operating budget within the larger budget of the parent organization; *and*

■ be able to fulfill all IMLS eligibility and application requirements.

Prospective applicants that cannot fulfill all of these requirements should contact IMLS to discuss their eligibility before applying. IMLS may require additional supporting documentation from the applicant in order to determine the museum's autonomy. Each eligible applicant within a single parent organization should clearly delineate its own programs and operations in the application narrative.

A parent organization controlling multiple museums that are not autonomous but are otherwise eligible may submit only one Museums for America application, which may be on behalf of one or more of the eligible museums.

DATA UNIVERSAL NUMBERING SYSTEM

BACKGROUND

In order to improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants to federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (E-Grants).

Use of the DUNS number government-wide will provide a cost-effective means to identify entities receiving those awards and their business relationships. The

identifier will be used for tracking purposes, and to validate address and point of contact information. The DUNS number already is in use by the federal government generally to identify entities receiving federal contracts and by some agencies in their grant and cooperative agreement processes. Among existing numbering systems, the DUNS is the only one that provides the federal government the ability to determine hierarchical and family-tree data for related organizations.

WHAT YOU NEED TO DO

Organizations should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible if there is a possibility that they will be applying for federal grants or cooperative agreements on or after October 1, 2003. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting the web site at http://www.dnb.com/us/. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or non-profit organization they may operate, and foreign entities are exempt from this requirement.

If your organization does not have a DUNS number, you may not be able to apply for federal grants or cooperative agreements after October 1, 2003.

Goals of Program

Museums for America strengthens the ability of museums to serve the public more effectively by supporting high priority activities that advance the institution's mission and strategic goals. Three program categories have been established to advance the mission of this initiative to support the wide range of museum activities, including both those that are behind-the-scenes and publicly accessible.

SUSTAINING CULTURAL HERITAGE

This category supports all activities that museums undertake to sustain cultural heritage, including artistic, scientific, and historical artifacts and content. Collections care and management activities, research, scholarly and popular publications, and exhibit planning, design, and implementation are eligible for funding.

SUPPORTING LIFELONG LEARNING

This category encompasses the broadest scale possible of what museums provide as educational activities, including programs designed for youth, families, or adults, exhibits, Web site content and design, and publications. The means by which museums share their collections, content, and knowledge to support learning are eligible for funding.

SERVING AS CENTERS OF COMMUNITY ENGAGEMENT

This category supports projects and activities that actively engage museums with their community. Public programs, community partnerships with other organizations, and behind-the-scenes activities that enhance the museum's ability to serve their community (including membership, personnel administration, and communications) are eligible for funding.

Choosing a Category

As the diagram below indicates, many projects might fit into two or more categories; however, applicants *must* select only *one* category to address. For example, a museum could apply to digitize their collections. If the project activities are focused on the behind-the-scenes activities of the staff to digitize collections, then it would be a Cultural Heritage project. If the project activities are focused on putting these images on a Web site and developing curriculum for them after the digitization occurs, then it would be a project for Lifelong Learning. But if the project activities focused on a partnership with the local library, school, and community center to use the digitized images in some shared programming for a community day, then the project would fall under Centers of Community Engagement. Projects that address multiple categories will hold no advantage in the review process.

MUSEUMS FOR AMERICA PROGRAM GOALS

SUSTAINING CULTURAL HERITAGE

SERVING AS CENTERS OF COMMUNITY ENGAGEMENT

SUPPORTING LIFELONG LEARNING
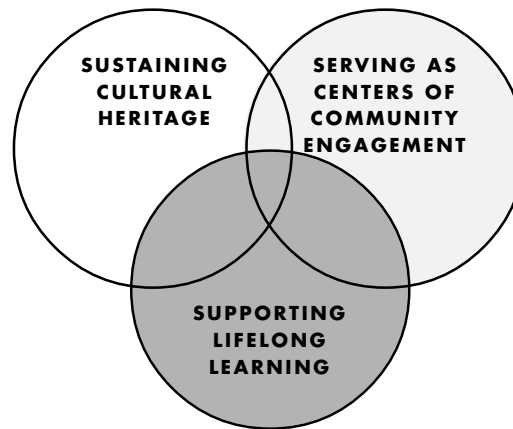
CHOOSE ONLY ONE

Eligible Grant Activities

Museums for America grants will provide an opportunity for institutions to build their effectiveness in meeting their missions and furthering their strategic plans. Museums will be able to use Museums for America funds to serve their public more effectively, by improving their operations both behind-the-scenes and publicly in a number of ways.

- collections management and care
- community engagement
- education
- exhibition
- visitor experience, including public programs and membership services
- research, scholarship, and publications
- staff training
- strategic plan enhancement and planning activities
- other museum activities

Applicants should define how the funding relates to their institutional strategic goals in the critical area of public service.

IMLS sees Museums for America grants as investment grants and expects that for recipient institutions the funding will provide

- investment in capacity
- support for institutional strategic planning
- support to measure outcomes

Types of grant activities funded may include but are not limited to

- Migration of card-based collections management tools to an electronic collections management system.
- Creating or receiving a special one-time exhibit that has long-term impact on museum.
- Bringing a traveling exhibit to the museum, and creating education and outreach programs supporting the exhibit for the museum's audience.
- Cataloging collections so they are more accessible for exhibition, interpretation, and research (may include hiring personnel and purchasing computer software).
- Digitization of collections.
- Continuation of an existing program in the museum to support widened access, inclusion, and diversity.
- Working with schools to develop curricula and/or programs.
- Improvement of existing or development of new exhibitions to enhance educational services.
- Research on collections to assist in the ongoing interpretation of the collection and/or development of museum programs.
- Research, scholarship, and the creation of a publication for the museum.

Grant activities are expected to have quantifiable and measurable outcomes, and grantees will be expected to evaluate the success of the project against the established outcomes. Grantees will submit assessment plans to IMLS for approval within eight weeks after the award is made. IMLS will work with grantees to create these assessment plans. *Information about outcome-based evaluation can be found on the IMLS Web site (http://www.imls.gov/grants/current/crnt_obe.htm) or may be requested from IMLS.*

ELIGIBLE COSTS

Eligible expenses include but are not limited to
- staffing
- costs related to planning and maintenance of project partnerships
- purchase of equipment, materials, supplies, or services
- staff training
- program development and implementation
- exhibition design and fabrication
- integration of technology into exhibition or educational programs
- costs associated with evaluation of grant programs or activities
- research
- publication
- indirect or overhead costs (see page 3.5)

Non-eligible Costs

- Contributions to endowment funds.
- Acquisition of objects for the collection.
- Costs of social activities, ceremonies, and other entertainment.
- Pre-award costs (costs incurred prior to the effective date of the grant).
- Construction and renovation of museum facilities. Exhibit construction can be an allowable cost.
- Collection conservation activities.

Applicable government-wide cost principles are listed in 45 C.F.R. Section 1180.10 (a) (IMLS regulations), available upon request.

Matching Funds

IMLS will provide up to one-half the cost of the project. Your match may consist of
- cash contributions
- earned income
- equipment
- in-kind contributions
- materials and supplies

You may *not* use federal funds as your match. In-kind contributions such as staff time, donated services, supplies, and space may be used as a match if you can document that donations relate specifically to your Museums for America project.

Application Review and Evaluation

IMLS staff reviews all submissions to determine whether an applicant is eligible and whether an application is complete. IMLS staff may contact an applicant for information needed to make an eligibility determination. If an applicant is determined to be ineligible, the application will be rejected without evaluation. Incomplete applications are subject to rejection without evaluation. An applicant will be notified by mail if the institution's application is rejected, as provided in 45 C.F.R. Sections 1180.36, 1180.37.

All eligible and complete Museums for America applications are peer reviewed under a competitive process using field review and/or sitting panels. Reviewers and panelists are drawn from professionals in the field with relevant areas of expertise in the types of activities and institutions identified in the application.

Field reviewers provide an initial evaluation applying the criteria identified on pages 2.2 -2.3 ("Evaluation Criteria"). For this evaluation, applications are grouped into field review panels based on (1) the three grant categories (sustaining cultural heritage; supporting lifelong learning; or serving as centers of community engagement); (2) the request amount; and (3) institutional budget size. IMLS staff determines panel breakdown based on applications received.

Sitting panels of museum professionals review top ranked applications (based on standardized field review scores) for: (1) the ability of the project to further the institution's mission and strategic plan; (2) the relationship between the institution's proposal and IMLS Museums for America program goals; and (3) the strength and feasibility of the project design. The IMLS Director takes into account the advice provided by the review process and, by law, makes all final funding decisions.

PART 2

COMPLETING THE APPLICATION NARRARTIVE

Application Evaluation Criteria

A well-designed proposal narrative is thorough and succinct while addressing all of the following evaluation criteria. These criteria must be addressed in the order presented and must be labeled with number and/or section title to guide reviewers in their evaluation. The narrative criteria are designed to create a proposal that begins with the broadest ideas and progresses to the details.

As stated in "Preparing your Application" (page 3.2), the application narrative must be no more than seven pages, must address the Evaluation Criteria in the order presented here, with each response numbered, and must

- Be on 8.5- by 11-inch paper.
- Have a margin of at least .5 inch on all sides.
- Be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.
- Have page numbers on each page, front and back if double-sided pages are used.

NARRATIVE QUESTIONS

1. PROJECT DESIGN

Describe the project and its overall goals.

Review Criteria: Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives. If technology purchase is requested, extent to which it will support the project or activity goals, and further the institution's strategic plan. If partnerships are supported by the grant, evidence that all partners are active contributors to and beneficiaries of the partnership activities.

2. GRANT PROGRAM GOALS

Describe which one of the three goals of Museums for America the project addresses:

- Sustaining cultural heritage
- Supporting lifelong learning
- Serving as centers of community engagement

Describe how your proposal fits into that category. You must choose *only one* category to address. Your project will not be more favorably reviewed if you try to address all three categories. While many projects fit into one or more of these broad categories, every project will emphasize one of these areas over the others.

Review Criteria: Degree to which the project or program addresses the programmatic strategic goal the institution has identified on the face sheet as its chosen category.

3. HOW THE PROJECT FITS INTO STRATEGIC PLAN AND MISSION

Describe how your proposal relates to your mission statement and strategic plan. A two-page summary is a required part of the application. Describe how the project will serve as an investment in institutional capacity. Discuss the long-term impact of this project after IMLS funding ends.

Review Criteria: Evidence that the project or activities fit into and further the institution's strategic plan and mission. Extent to which the project is of sufficient scope to effect systemic change within the organization and/or expand institutional capacity to carry out the above strategic goals.

4. STRATEGIC PLAN: PROCESS AND FINANCIAL RESOURCES

Describe briefly how the institution arrived at its strategic plan, including the planning process and the participants in that process. Describe how the institution's financial resources support its strategic plan and the long-term stability of the museum.

Review Criteria: Evidence that the museum's strategic (institutional, long-range, master) plan had community, board, and staff involvement and supports the goals and needs of both the museum and its community. Evidence that the planning activities of the museum also ensure the long-term financial stability of the museum. (Please note: a required attachment is a financial statement for the applicant's two previous fiscal years prior to application.)

5. APPROPRIATENESS OF PROJECT FOR INSTITUTION, AUDIENCE

Describe who the intended audience is for this proposal and how the project will serve this audience. Briefly describe your area's demographics and how this intended audience fits within the institutional strategic plan.

Review Criteria: Evidence that the project designers have identified an audience, performed a formal or informal assessment of their needs, and have designed this project as the best solution to answer those needs.

6. PROJECT RESOURCES: TIME AND BUDGET

Describe the specifics of the time allotted for major activities and how these activities fit within the overall activities of the museum. Discuss the budget allocated to accomplishing the proposed activities.

Review Criteria: Evidence that the project activities will be effectively completed and that the applicant institution is capable of carrying out the project to its successful conclusion through the deployment and management of resources including money, facilities, equipment, and supplies. Appropriateness and cost efficiency of budget to complete project activities.

7. PROJECT RESOURCES: PERSONNEL AND TECHNOLOGY

Describe personnel who will accomplish the proposal goals. Briefly describe their qualifications and how they will be able to accomplish the necessary tasks for the project, especially if they are current museum staff with other duties. If hiring new personnel, describe the position in detail and the qualifications of appropriate candidates. If the project includes digitization of museum collections, complete "Specifications for Projects Involving Digitization" on pages 5.8–5.9.

Review Criteria: Evidence that the project personnel are qualified to accomplish project goals and activities. Extent to which personnel can commit adequate time to manage and implement the project activities. Extent to which personnel demonstrate appropriate experience and expertise in the specific area the project addresses. If project includes digitization, evidence that appropriate procedures will be followed.

Guidance for Digitization Projects

In the proposal narrative, describe the subject matter and its significance, including relationships to related collections. Explain how the material was or will be selected for digitization. Describe the additional value that digitization will bring to the materials, such as enabling innovative new uses or attracting new audiences. Describe how potential users will discover the collection. The application also includes a form, "Specifications for Projects Involving Digitization" (see page 5.8), which must be completed and submitted with the application. Funded digitization projects are expected to report their projects to a national level registry of digital resources and/or national bibliographic utility, as appropriate. IMLS will provide information on other reporting requirements as appropriate.

Digitization projects should follow existing standards and best practices where applicable and should be interoperable with other collections.

Applicants for digitization projects are strongly encouraged to develop a digitization plan before writing the grant application, and to include a copy of the plan as an appendix to the application. Sample digitization plans are provided on the following Web sites:
- http://www.cdpheritage.org – The Colorado Digitization Program.
- http://www.nedcc.org/digital/dighome.htm – The Northeast Document Conservation Center's *Handbook for Digital Projects: A Management Tool for Preservation and Access.*

IMLS has published *A Framework of Guidance for Building Good Digital Collections* as a resource for applicants planning digitization projects. Available at http://www.imls.gov/pubs/forumframework.htm, this document contains links to many Web sites with useful information for planning and implementing digitization projects. The University of Illinois at Urbana Champaign is creating a registry and metadata repository of collections digitized with IMLS funding. See the site at http://imlsdcc.grainger.uiuc.edu. The IMLS web site provides examples of funded digitization projects at http://www.imls.gov/closer/cls_po.asp. The list of resources below is to assist you in learning more about digitization projects and is neither exhaustive nor an endorsement of any particular resource:
- http://memory.loc.gov/ammem/ftpfiles.html – The Library of Congress' American Memory Project has useful technical information for digitization projects.
- http://www.cdpheritage.org/resource/index.html – The Colorado Digitization Program's Web site has a site devoted to Digitization Resources that includes information about copyright, metadata, digitization standards and administrative concerns.
- http://www.clir.org/diglib/publications.htm – The Digital Library Federation has publications on a range of topics, including digital image management and preservation.
- http://www.rlg.org/preserv/diginews/ – The Research Libraries Group's *DigiNews*, a bimonthly Web-based newsletter.
- http://www.umuc.edu/distance/odell/cip – Center for Intellectual Property and Copyright in the Digital Environment by the Office of Distance Education and Lifelong Learning at University of Maryland University College.
- http://www.copyright.iupui.edu – Copyright Management Center (CMC) Indiana University-Purdue University Indianapolis.
- http://www.dlib.org – D-Lib Magazine has many articles on preservation of digital materials.
- http://www.w3.org/WAI/ – The World Wide Web Consortium's guidance and resources on Web accessibility for people with disabilities.
- http://www.chin.gc.ca/English/Digital_Content/index.html – The Canadian Heritage Information Network has information on creating and managing digital content.

PART 3

**PREPARING
AND
SENDING
THE
APPLICATION**

Preparing Your Application

FORMAT

All application materials *must*
- Be on 8.5- by 11-inch paper.
- Have a margin of at least .5 inch on all sides.
- Be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.
- Have page numbers on each page, front and back if double-sided pages are used.

An application requesting Museums for America Grant support should include the following materials organized in the order listed. Following this list is a description and reference pages for each piece of the application.

1. Face Sheet
2. Statement of Purpose/Mission Statement and History (not to exceed one page)
3. Strategic Plan Summary (not to exceed two pages)
4. Institutional Financial Statements
5. Narrative (not to exceed seven pages); each question is numbered and labeled
6. Schedule of Completion
7. Project Budget (Detailed, Summary, and Budget Justification)
8. Current, federally negotiated rate for indirect costs, if applicable
9. Specifications for Projects Involving Digitization, if applicable
10. Proof of Non-profit Status, if applicable
11. List of key project staff and consultants
12. Resume(s) for key project personnel (not to exceed two pages per person)
13. Attachments (see page 3.6 for more information)
14. Grants Processing Information Sheet (included on page 5.11)
15. Signed Assurances Form (included on page 5.12)

FACE SHEET

The Face Sheet is the form that summarizes all the museum contact information and other useful data. It is located in the Application Forms section of this document (pages 5.3-5.4). Use or replicate the form in this booklet or access the electronic fill-in form at the IMLS Web site. The Face Sheet must include the following:
- Completed information on both pages and a signature from your authorizing official.
- The paragraph summary of your project.
- A Data Universal Numbering System (question 7). For more information on the DUNS Number, please see page 1.4.

STATEMENT OF PURPOSE/ MISSION STATEMENT AND HISTORY

The Statement of Purpose and History page includes a mission statement and brief background history for the reviewers that:
- *Must note the source, approving body and date of the official document where it appears.*
- May be quoted from or summarized to convey the essential points of the statement, if the statement is too long to be quoted in full.
- Must accurately portray your museum's purpose or mission.
- Uses the remaining space available on the page to include a brief history of the museum.
- Must be maximum length one page, 8.5- by 11-inch single spaced.

STRATEGIC PLAN SUMMARY

A museum's Strategic Plan, sometimes called an institutional, long-range, or master plan summary, is used by reviewers to evaluate how your grant proposal project or activities further your strategic plan. It should

■ Be a current and comprehensive plan covering all relevant areas of operation. Partial plans such as education or interpretation plans are only one element of a strategic plan.

■ Explain the key components of the current plan; methods used to develop the plan, such as institutional self-study or assessment; how the plan is evaluated and updated; and the roles of trustees, staff, consultants, members of the community or others in developing the plan.

■ Discuss the institution's success in meeting goals in the plan.

INSTITUTIONAL FINANCIAL STATEMENTS

Institutional Financial Statements are a snapshot of the museum's financial health that helps reviewers determine the financial stability of the institution and gives an overall picture of the institution. Institutional Financial Statements

■ Include a required copy of your museum's financial statements for your past two complete fiscal years.

■ If your museum is part of a larger organization (municipal government, university, etc.), they do not include financial statements for those parent organizations, *only* for the museum.

■ Can be in the form of internal balance sheets, audit summary pages, or federal tax returns.

■ *Do not* include copies of full audits. (Full audits may be included in the attachments section, if desired.)

NARRATIVE

The Narrative is the section that describes your project. It should explain what need the grant activities will meet and provide sufficient information for reviewers to evaluate all criteria. The Narrative

■ Identifies grant activities, addressing the Application Evaluation Criteria listed on pages 2.2-2.3.

■ Has each narrative question labeled and numbered.

■ Answers each question in the order listed on pages 2.2-2.3.

■ Does not include detailed budget discussions. These should be included in Budget Justification section (see page 3.4).

■ Is legible so that reviewers can easily read the information you provide. IMLS recommends that you produce the Narrative using a word processing system. *Handwritten applications will not be accepted.*

■ Is no more than seven single-spaced, one-sided pages in length.

SCHEDULE OF COMPLETION

A schedule of completion is a graph or list that

■ Shows when each major project activity will be completed; project activities must begin between October 1, 2004 and December 31, 2004.

■ Should correspond to the activities described in the Narrative.

■ When showing an ongoing project or program, differentiates between IMLS funded portions and portions funded before or after the IMLS project begins.

■ Indicates the milestones for completion of each major project activity as illustrated by the sample on page 5.10. The applicant need not follow the sample format but should provide the same type of information.

PROJECT BUDGET

The Project Budget is made up of three elements:
1. Detailed Budget (forms located on pages 5.5-5.6)
2. Summary Budget (form located on page 5.7)
3. Budget Justification

The Project Budget should include costs to be supported by IMLS funds, applicant and third party matching and cost sharing, and any costs to be supported by other federal agencies. Only those costs attributable to achieving specific project activities should be included in the budget. *Refer to requirements for Cost Sharing under "Conditions of a Grant" (page 4.2) in preparing the budget.*

1. DETAILED BUDGET
The Detailed Budget is a set of forms that is described below. Use or replicate the forms in this booklet or access the electronic fill-in forms at the IMLS Web site (see page 3.7).
- It should be completed for each year (12-month period) of project activities. For example, year one may be October 1, 2004 through September 30, 2005.
- It should be duplicated, one set for each year of your project.
- It should include cost categories identified in the sample budget layout and should identify whether support is requested from IMLS or is contributed by the applicant or third party.
- It lists items, whether supported by grant funds or cost-sharing contributions, that must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period.
- It should clearly and specifically identify sources of contributions.
- For third party contributions, it must indicate whether the contributions are assured or pending.
- It should identify consultant fees costs by hourly rates or daily fees.
- It indicates the method of cost computation. This is the type of calculation that you are using to show the fees; this could be estimate, hourly, yearly wage, etc.

2. SUMMARY BUDGET
The Summary Budget is a form that is described below. Use or replicate the form in this booklet or access the electronic fill-in form at the IMLS Web site (see page 3.7).
- It shows full project costs in each category for all years.
- It should clearly identify the amount requested from IMLS, the amount provided by the applicant, by any partners and from any other sources for cost sharing and matching (both cash and in-kind support).

3. BUDGET JUSTIFICATION
The Budget Justification is a text section that is described below.
- It should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play.
- It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses; specifications for all hardware and software for which IMLS funding is requested should be provided.
- If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period.

- It should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or be otherwise justified.
- It should be no more than two single-spaced pages.

4. INDIRECT COSTS

Indirect costs are project costs that an institution incurs that cannot be easily assigned to an individual project. They are also called "overhead" or "administrative costs." Examples of indirect-cost type items are charges for utilities, insurance, use of office space and equipment owned by the applicant, local telephone service, and the salaries of the management and administrative personnel of the institution.

A. Institutions that do not have a federally negotiated indirect cost rate and do not wish to negotiate one may charge an administrative fee to the project of up to 15 percent. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to distorting costs such as equipment purchases or subcontracts over $5,000. (Applicants that choose this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.) IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the project costs that will be supported by the applicant and may therefore be counted as part of the applicant's match.

B. If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be cost shared by the applicant may be included in the budget only as a part of the applicant's match. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued. Institutions must use a federally negotiated indirect cost rate appropriate to the type of project proposed. For example, a rate for research may only be used for research projects. State library agencies applying for National Leadership Grants are limited by statute to four percent for administrative costs.

C. An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. If the award is issued before an indirect cost rate is negotiated, the amount of the award will be determined in part by the indirect cost rate that is used in the application budget, which will be considered a fixed rate for the duration of the grant unless the negotiated rate is lower. If this is the case, IMLS reserves the right to reduce the amount of the award accordingly.

SPECIFICATIONS FOR PROJECTS INVOLVING DIGITIZATION

Please complete the form on pages 5.8-5.9.

PROOF OF NON-PROFIT STATUS

If your organization is a private, non-profit organization (if you answered "Private Non-profit" or "Other" on Line 20 of the Face Sheet)

- You must submit a copy of the IRS letter indicating your organization's eligibility for non-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.
- IMLS will *not* accept a letter of state sales tax exemption as proof of non-profit status.

LIST OF KEY PROJECT STAFF AND CONSULTANTS

A one page list of all key museum staff and consultants for the project is required. If a name appears on this list, there must be a resume to accompany it.

RESUMES

Resumes or vitae for each person on the "List of Key Project Staff" are required.

- You must include resumes of both museum staff and consultants.
- Resumes are limited to two pages each for all key personnel.
- If staff is to be hired with grant funds, then include one-page position description of the qualifications of the person to be hired for the project.

ATTACHMENTS

Attachments are documents that specifically relate to the justification for the project.

- IMLS strongly encourages inclusion of needs assessments (formal or informal documentation used to evaluate and plan projects; that can include surveys, reports, etc.), reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature, or other documents for the evaluation of the proposal.
- Total attachments are limited to 20 one- or two-sided pages.

GRANT PROCESSING INFORMATION SHEET

This sheet is used in part by staff to determine eligibility.

- The form is provided on page 5.11.
- All questions must be answered.

SIGNED ASSURANCES

The Signed Assurances section contains all the applicable federal regulations that will need to be complied with if the grant is awarded. It certifies that the information in the application is correct.

- The form is provided on page 5.12.
- Complete this section last, after completing the rest of the application.
- The applicant's Authorizing Official must read the assurances and sign the accompanying certification statement.
- The Authorizing Official may be the organization's chief executive officer, an official of the organization or its parent or sponsoring organization authorized to make such commitments on behalf of the organization, or the government official responsible for oversight of the organization.
- The application is not complete unless it has been signed by the Authorizing Official.

Electronic Fill-In Application Forms

IMLS now makes all application forms available on its Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically but can be completed online and then printed on the applicant's printer and submitted. *Caution:* the forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit http://www.imls.gov/grants/appl/index.htm. Alternatively, applicants may recreate the forms electronically following the IMLS format or may type on printed forms.

How To Assemble the Application Package

Review your application package carefully before sending it to us. You must include *all* of the required items listed below and the proper number of copies. *Your application is subject to rejection without review if any required item is missing.* If you have any questions, contact IMLS at (202) 606-8539.

ASSEMBLE YOUR APPLICATION PACKAGE AS FOLLOWS

STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL.

Extra Face Sheet (copy 1)	Extra Face Sheet (copy 2)

STEP 2: COLLATE ONE ORIGINAL (COMPLETE) COPY OF YOUR APPLICATION AS FOLLOWS:

Face Sheet with Signature	Statement of Purpose/ Institutional History	Strategic Plan Summary	Institutional Financial Statements	Narrative

Schedule of Completion	Detailed Budget by Year	Summary Budget	Budget Justification	Other Required Docs, if applicable (see items 8–10, p. 3.2)

List of Key Project Personnel	Resume(s) (2 pages per person)	Attachments (see p. 3.6)	Grants Processing Information Sheet	Signed Assurances Form

STEP 3: MAKE 10 IDENTICAL SETS OF THE MATERIAL YOU ASSEMBLED IN STEP 2.

STEP 4: COLLATE YOUR PILES FROM STEPS 1-3 AS FOLLOWS:
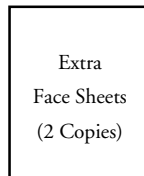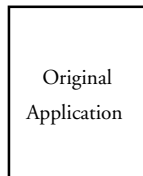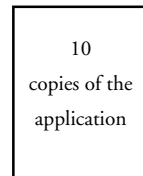
Extra Face Sheets (2 Copies)	Original Application	10 copies of the application
STEP 1	**STEP 2**	**STEP 3**

PLEASE DO NOT USE STAPLES TO FASTEN EACH COPY OF THE APPLICATION. PLEASE USE BINDER CLIPS OR OTHER REMOVABLE BINDING SYSTEMS.

YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.

Note: IMLS will not do your photocopying or collating!

Sending the Application to IMLS

Ship or hand-deliver Museums for America applications to:

Museums for America Grants   **postmarked by January 15**
Office of Museum Services
Institute of Museum and Library Services
1100 Pennsylvania Avenue, NW, Suite 609
Washington, DC 20506

SHIPPING

Shipping an application to IMLS:

- *Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.*
- All of the first-class and Priority mail sent through the U.S. Postal Service to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- Support materials (e.g. CDs, videos, slides) put through the irradiation process are suffering irrevocable damage. If you are sending these kinds of materials, we encourage you to consider using alternate delivery services.
- *All applications must be postmarked no later than the application deadline.* Applications that do not meet the postmark deadline will be rejected without evaluation.
- If the U.S. Postal Service must be used, IMLS recommends certified or registered mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

HAND DELIVERY

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (Eastern Time) daily, except Saturday, Sunday, and federal holidays. IMLS will provide a dated receipt at the time of delivery.

IMLS ACKNOWLEDGEMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review and may be rejected.

PROOF OF SHIPPING

IMLS may ask for proof of shipping if the postmark date on the package cannot be read.

- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.

PART 4

CONDITIONS OF A GRANT

Conditions of a Grant

Notification of awards will be made in mid-September, 2004. Generally, project activities supported by Museums for America grants may be carried out for a period of up to 36 months. Projects may begin no earlier than October 1, 2004, and no later than December 31, 2004.

PROJECT ASSESSMENT PLAN

Grant activities are expected to have quantifiable and measurable outcomes, and grantees will be expected to evaluate the success of the project against the established outcomes.

- Grantees will submit assessment plans to IMLS for approval within eight weeks after the award is made.
- IMLS will work with grantees to create these assessment plans. *Information about outcome-based evaluation can be found on the IMLS Web site (http://www.imls.gov/ grants/current/crnt_obe.htm) or may be requested from IMLS.*

AMOUNT OF GRANT

Museums for America grants range from $5,000 to $150,000 for total request.

- IMLS will review and negotiate budgets as necessary.
- Applicants may be granted an amount less than that requested.

COST SHARING

Projects costs must be matched 1:1 by the applicant.

- Applicants *must* provide at least one-half of the total cost of the project from non-federal sources.
- The match may consist of cash, contributions, earned income, equipment, in-kind contributions, staff time, and materials and supplies.
- All listed expenses, including all cost sharing, must be incurred during the grant period.
- All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing.
- All listed expenses must be incurred during the grant period. The grant period begins anytime from October 1, 2004 to December 31, 2004 and is determined by the applicant at time of application. (See schedule of completion on page 3.3)
- Government-wide uniform administrative rules and requirements, and cost principles apply.

PAYMENT, ACCOUNTING, AND REPORTING PROCEDURES

A federal accounting office handles the payment of Museums for America grants.

- Grant recipients may request cash advances or reimbursements as needed during the project period.
- Payments are made electronically.
- IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures.

- Grants are subject to the provisions of Office of Management and Budget audit requirements, Circular A-133 (http://www.whitehouse.gov/omb/circulars/a133/a133.html).
- Grant recipients are required to submit one or more interim performance reports on a bi-annual basis; they are required to submit a final performance report and a final financial report.

COPYRIGHT/ WORKS PRODUCTS

IMLS requires acknowledgement of IMLS assistance in all publications and other products resulting from the project.

- Products should be distributed free or at cost unless the recipient has received written approval for another arrangement.
- The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award.
- IMLS reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.
- IMLS requires that recipients provide three copies of any products produced with IMLS funds to IMLS with the final reports.

ANNOUNCEMENT OF AWARD

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions by mid-September, 2004.

PART 5

APPLICATION FORMS

Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order.

☐ Face Sheet with signature

☐ Statement of Purpose/Mission Statement and History (not to exceed one page)

☐ Strategic Plan Summary (not to exceed two pages)

☐ Institutional Financial Statements

☐ Narrative (not to exceed seven pages)

☐ Schedule of Completion

☐ Project Budget Forms
   ☐ Detailed Budget
   ☐ Summary Budget
   ☐ Budget Justification

☐ Current, federally negotiated rate for indirect costs, if applicable

☐ Proof of Non-profit Status, if applicable

☐ Specifications for projects involving digitization, if applicable

☐ List of key project staff and consultants

☐ Resume(s) for key project personnel (not to exceed two pages per person)

☐ Attachments (not to exceed 20 pages)

☐ Grants Processing Information Sheet

☐ Signed Assurances Form

Face Sheet

1. Applicant Organization

_____

2. Institutional Mailing Address

_____

3. City   4. State   5. Zip Code

_____   _____   _____

6. Web Address _____   7. DUNS Number_____

8. Name or Title of Project Director ☐ Mr. ☐ Ms. ☐ Dr.   9. Business Phone of Project Director

_____   _____

10. Project Director Mailing Address

_____

11. City   12. State   13. Zip Code

_____   _____   _____

14. Fax Number of Project Director   15. E-mail Address of Project Director

_____   _____

16. Name and Title of Authorizing Official   17. Business Phone of Authorizing Official

_____   _____

18. Sponsoring institution if applicable (e.g., municipality, state, or university)
   ☐ check if this entity will manage funds if an award is made. Name and address:

_____

19. Is the applicant organization university controlled? ☐ yes ☐ no

20. Governing control of applicant   ☐ State   ☐ Municipal   ☐ County   ☐ Private Non-Profit
☐ Tribal Government   ☐ Other, please specify _____

21. Type of organization *(check one)*

☐ Aquarium   ☐ Nature Center
☐ Arboretum/Botanical Garden   ☐ Natural History museum
☐ Art museum   ☐ Planetarium
☐ Children's/youth museum   ☐ Science/technology museum
☐ General museum*   ☐ Zoo
☐ Historic house/site   ☐ Specialized**
☐ History museum   ☐ Other _____

* A museum with collections representing two or more disciplines equally (e.g., art and history).

** A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group).

22. Museum's attendance for the 12-month period prior to the application.
   Onsite _____   Offsite _____   Electronic _____

23. Total number of hours the museum was open to the public for the 12-month period prior to application. _____

24. Year the Museum was first open and exhibiting to the public. _____

25. Number of full-time paid museum staff _____   26. Number of part-time paid museum staff _____

27. Number of full-time unpaid museum staff _____   28. Number of part-time unpaid museum staff _____

29.–30.

Fiscal Year	Revenue/ Support/Income	Expenses/ Outlays	Budget Deficit (if applicable)*	Budget Surplus (if applicable)
FY 20_____	$	$	($)	$
FY 20_____	$	$	($)	$

* *If Institution has a budget deficit for either of the two most recently completed fiscal years, please attach a single sheet behind this face sheet to explain the circumstances of this deficit.*

31. Amount Requested $ _____

32. Amount of Matching Funds $ _____

33. Grant Period   (Starting Date) _____/_____/_____ — _____/_____/_____ (Ending Date)
     (must begin between 10/1/04 -12/31/04)

34. Please check project type category (*check only one category*)

☐ Sustaining Cultural Heritage

☐ Supporting Lifelong Learning

☐ Serving as Centers of Community Engagement

35. Project Title _____

36. In the space below, summarize the project activities.

37. Certification: _____   _____
                                   Signature of Authorizing Official   Date

Project Budget Form

SECTION 1: DETAILED BUDGET

Year ☐ 1 ☐ 2 ☐ 3 – Budget Period from ____ / ____ / ____ to ____ / ____ / ____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.4–3.5 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	( )	_____	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____	_____
		TOTAL SALARIES AND WAGES $	_____	_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	( )	_____	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____	_____
		TOTAL SALARIES AND WAGES $	_____	_____	_____	_____

FRINGE BENEFITS

RATE	SALARY BASE	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____ %	of $ _____	_____	_____	_____	_____
_____ %	of $ _____	_____	_____	_____	_____
_____ %	of $ _____	_____	_____	_____	_____
	TOTAL FRINGE BENEFITS $	_____	_____	_____	_____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
		TOTAL CONSULTANT FEES $	_____	_____	_____	_____

TRAVEL

FROM/TO	NUMBER OF: PERSONS	DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	( )	( )	_____	_____	_____	_____	_____	_____
_____	( )	( )	_____	_____	_____	_____	_____	_____
_____	( )	( )	_____	_____	_____	_____	_____	_____
_____	( )	( )	_____	_____	_____	_____	_____	_____
			TOTAL TRAVEL COSTS $		_____	_____	_____	_____

Project Budget Form

SECTION 1: DETAILED BUDGET CONTINUED

Year ☐ 1 ☐ 2 ☐ 3

MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT $		_____	_____	_____	_____

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL SERVICES COSTS $		_____	_____	_____	_____

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL OTHER COSTS $		_____	_____	_____	_____
TOTAL DIRECT PROJECT COSTS $		_____	_____	_____	_____

INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, page 3.5.)

Applicant organization is using:

☐ A. An indirect cost rate which does not exceed 15 percent of modified total direct costs charged to IMLS.

☐ B. Federally negotiated indirect cost rate (see page 3.5).

_____   _____
                Name of Federal Agency   Expiration Date of Agreement

C.   Rate base(s)   Amount(s)

_____ % of $ _____   = $ _____

_____ % of $ _____   = $ _____

_____ % of $ _____   = $ _____

	IMLS	APPLICANT	PARTNER(S) IF APPLICABLE	TOTAL
TOTAL INDIRECT COSTS CHARGED TO $	_____	_____	_____	_____

Project Budget Form

SECTION 2: SUMMARY BUDGET

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.4–3.5 BEFORE PROCEEDING.

DIRECT COSTS	IMLS	Applicant	Partner(s) (if applicable)	Total
SALARIES & WAGES	_____	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____	_____
CONSULTANT FEES	_____	_____	_____	_____
TRAVEL	_____	_____	_____	_____
MATERIALS, SUPPLIES & EQUIPMENT	_____	_____	_____	_____
SERVICES	_____	_____	_____	_____
OTHER	_____	_____	_____	_____
TOTAL DIRECT COSTS	$ _____	$ _____	$ _____	$ _____
INDIRECT COSTS	$ _____	$ _____	$ _____	$ _____

TOTAL PROJECT COSTS $ _____

AMOUNT OF CASH-MATCH	$ _____	$ _____
AMOUNT OF IN-KIND CONTRIBUTIONS	$ _____	$ _____

TOTAL AMOUNT OF MATCH (CASH & IN-KIND CONTRIBUTIONS) $ _____

AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS $ _____

PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS   _____ %
(MAY NOT EXCEED 50%)

Have you received or requested funds for any of these project activities from another federal agency?
(Please check one)   ☐ Yes   ☐ No

If yes, name of agency _____

Request/Award amount _____

Specifications for
Projects Involving Digitization

1. Describe types of materials to be digitized (i.e., artifacts, maps, manuscripts, photographs, audio recordings, video recordings, motion pictures) and number of each:

_____

_____

_____

2. Identify copyright issues and other potential restrictions:

☐ Public Domain ____% of total   ☐ Permissions have been obtained ____% of total

☐ Permissions to be requested ____% of total – Plan to address: _____

_____

☐ Privacy Concerns ____% of total – Plan to address: _____

_____

_____

☐ Other - Explain: _____

_____

3. List the equipment, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server):_____

_____

_____

4. Specify each type of file format (e.g., TIFF, JPEG) to be produced and anticipated image quality of each (minimum resolution, depth, tone, pixels) :

☐ Master _____

☐ Access _____

☐ Thumbnail _____

☐ Formats for other media (e.g., audio, video, motion picture), include sampling rates, if applicable ____

_____

_____

5. Describe 1) the delivery medium that will be used and 2) the digital access management system or systems that will be used to make this material available to others. _____

_____

_____

6. Describe the quality control plan: _____

_____

_____

7. Estimate cost per image. Include costs such as scanning, quality control and indexing. Indicate the basis for calculation: _____

_____

8. Explain how content will be discovered through metadata, including which standards you will use (e.g., MARC, EAD, Dublin Core):_____

_____

9. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans, and funding): _____

_____

_____

10. If you are producing collection-level records, describe plans for submitting collection-level descriptive records to a bibliographic utility, such as Research Libraries Information Network (RLIN) or Online Computer Library Center (OCLC): _____

_____

_____

11. Describe plans for submitting information about the project to a national level registry of digital resources, such as the Association of Research Libraries' Digital Initiatives Database (http://www.arl.org/did/) or OCLC's Cooperative Online Resource Catalog (http://www.oclc.org/corc): _____

_____

12. Provide URL(s) for applicant's previously-digitized collections: _____

Sample Schedule of Completion

This sample Schedule of Completion provides sample project activities and a sample timeline for each activity. You need not follow the sample format but should provide the same project information. List each major project activity discussed in the Narrative. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet (page 5.4).

Activity	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Data Requirements		■										
Design and Pre-test		■	■	■	■	■	■					
Conduct Survey				■	■	■						
Data Analysis				■	■	■	■	■	■	■	■	■
Web Site						■	■	■				
Teleconference						■	■	■	■			
Training Institute								■	■			■
Evaluation				■	■	■	■	■	■	■	■	■
Conferences										■	■	
Training Institute									■	■	■	
Final Report Dissemination										■	■	■

Grant Processing Information Sheet

ELIGIBILITY REQUIREMENTS

ALL IMLS MUSEUMS FOR AMERICA GRANT APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS.
Check the appropriate answer.

1. Is the museum organized as a public or private non-profit institution that exists on a permanent basis for essentially educational or aesthetic purposes?

☐ Yes   ☐ No

2. Does the museum care for, and own or use tangible objects, whether animate or inanimate?

☐ Yes   ☐ No

3. Are these objects exhibited to the public on a regular basis through facilities the museum owns or operates?

☐ Yes   ☐ No

4. Is the museum open and exhibiting to the public at least 120 days a year?

☐ Yes   ☐ No

5. Does the museum have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition, or exhibition to the public of objects owned or used by the museum?

☐ Yes   ☐ No

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

CERTIFICATION OF AUTHORIZING OFFICIAL

*(The applicant organization's authorizing official should sign the following certification **after** all other parts of the application form have been completed)*

I have examined this application, and I hereby certify on behalf of the applicant organization that
1) the information provided is true and correct *and*
2) all requirements for a complete 2004 IMLS application have been fulfilled *and*
3) the applicant is providing and will comply with the applicable certifications regarding federal debt status, debarment and suspension, nondiscrimination, drug-free workplace, and lobbying activities as set forth in the Assurances statement below.

Should my organization receive a grant, the organization and I will comply with all requirements of the IMLS Grants Regulations (45 CFR Part 1180 et seq.), all statutes outlined below, and all other applicable federal statutes and regulations.

_____   _____

Signature of Authorizing Official   Date

_____

Name and Title of Authorizing Official (printed or typed)

IMLS Regulations are available upon request.

ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

I.   CERTIFICATIONS REQUIRED OF ALL APPLICANTS

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

FEDERAL DEBT STATUS

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

DEBARMENT AND SUSPENSION

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:
(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, makings false statements, or receiving stolen property;
(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
(d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

NON-DISCRIMINATION

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:
(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and

(d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

DRUG-FREE WORKPLACE ACT OF 1988

(A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;

(b) establishing an ongoing drug-free awareness program to inform employees about:
   (1) the dangers of drug abuse in the workplace;
   (2) the grantee's policy of maintaining a drug-free workplace;
   (3) any available drug counseling, rehabilitation, and employee assistance programs; and
   (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
   (1) abide by the terms of the statement; and
   (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
   (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
   (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

CERTIFICATION REGARDING LOBBYING ACTIVITIES (APPLIES TO APPLICANTS REQUESTING FUNDS IN EXCESS OF $100,000)

The authorizing official certifies, to the best of his or her knowledge and belief that:

(a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

(b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

GENERAL CERTIFICATION

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

(1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and

(2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive $100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed $100,000:

(a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NATIVE AMERICAN HUMAN REMAINS AND ASSOCIATED FUNERARY OBJECTS

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

HISTORIC PROPERTIES

The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

ENVIRONMENTAL PROTECTIONS

The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;

(b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;

(c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;

(d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended.

(e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.); and

(f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);

(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and

(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

The authorizing official, on behalf of the applicant, certifies that the project will

RESEARCH ON HUMAN AND ANIMAL SUBJECTS

comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS at 1100 Pennsylvania Avenue, NW, Room 609, Washington, DC 20506 or call (202) 606-8539.

Dated Material
OPEN IMMEDIATELY